



UNITED STATES MARINE CORPS

INSPECTOR-INSTRUCTOR STAFF, SOUTH BEND
6TH ENGINEER SUPPORT BATTALION
4TH FORCE SERVICE SUPPORT GROUP, FMP
ARMED FORCES RESERVE CENTER
1901 SOUTH KEMBLE AVENUE
SOUTH BEND, INDIANA 46613-1799

IN REPLY REFER TO:

5041

I-I

19 Jan 04

INSPECTOR-INSTRUCTOR STAFF POLICY LETTER 3-04

From: Inspector-Instructor

To: Distribution List

Subj: COMMAND SELF-INSPECTION PROGRAM


Ref: (a) ForO 5040.4A

Encl: (1) List of Core Inspection Functional Areas

1. The Inspector-Instructor will be the Command Readiness Officer and will perform at a minimum, the following duties:

a. At least once annually, conduct a command inspection in the functional areas outlined in enclosure (1), utilizing the most current Automated Inspection Reporting System (AIRS) checklist available from G-7 MARFORRES.

b. Forward the results of the command inspection along with corrective action accomplished to the Battalion Commanding Officer/Inspector-Instructor, within 60 days of the inspection. Maintain a file copy of the results of all command inspections in the central files for a minimum of two years in order for Mobilization Operational Readiness Deployment Test/Commander's Inspection teams to review.


A. N. Green III

DISTRIBUTION: A

List of Core Inspection Functional Areas

Functional Area	Inspection
Administration	
Personnel Management	CGI/MCAAT
Career Planning	CGI/MCAAT
Recruiting/Reenlistment	CGI/MCCAT
General Administration	CGI/MCCAT
Personnel Administration	CGI/MCAAT
Legal Administration	CGI/MCAAT
Personal Affairs	CGI/MCAAT
Request Mast	CGI/MCCAT
Manpower Management and Military Pay Systems	CGI/MCAAT
Public Affairs	CGI/MCAAT
Mobilization Administration	MORDT
Logistics	
Mobilization/Embarkation	MORDT
Supply Management	FSMAO
Garrison Property	FSMAO
Maintenance Management	FSMAO
Garrison Mobile Equipment	FSMAO
Ground Ordnance	FSMAO
Tactical Motor Transport	CGI
Personnel	
Inspector-Instructor Staff	CGI
Uniform Inspection	
SMCR Uniform Inspection	CGI
Clothing and Equipment	MORDT
Weight Control/Military Appearance Program	MORDT
Training	
Physical Fitness Program	MORDT
Physical Fitness Test	MORDT
Marksmanship Program	MORDT
BZO/FAM Fire	MORDT
Training Administration	CGI
BST/EST/MCCS	MORDT
MCI Program	CGI
Color Guard	CGI
NBC Defense	CGI
Leadership	CGI
Troop Information	CGI
Water Safety Survival	CGI
Professional Military Education	CGI
Health and Safety	

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Medical	CGI/MORDT
Dental	CGI/MORDT
Ground Safety	GSP
Motor Vehicle Safety	GSP
Fire Prevention and Protection	GSP
Environmental Impact Inspection	GSP
Facilities	CGI
Security	
Information Security	CGI
Communications Security	CGI
Material System	
Weapons Storage Area	CGI
Intelligence	
Intelligence Training	CGI
Intelligence Oversight	CGI
General	
Equal Opportunity	CGI
Substance Abuse Program	CGI
Drug Demand Reduction Program	CGI
Postal Affairs	CGI
Fiscal Matters	CGI/FSMAO
Absentee Voting Program	CGI
Audiovisual Support	CGI
Family Readiness Program	MORDT
Station Keeper	MORDT
Community Action Program	MORDT
Management Control	MORDT
Sexual Harassment	CGI